

## **WSA Coordinators (Archives, Translation, Care Support)**

Brief job descriptions

October 2016

### **WSA Archive Coordinator**

**The person selected for this position shall have the following duties:**

1. *Team development*  
Developing a team approach and gathering people with necessary skills and expertise as needed to carry out our agreed work programs and tasks.
2. *Communication and liaison*  
Communicating with members of the WSA Archives Team to coordinate the work programs; to support and communicate their needs; to liaise with WSA Executive and other Subud bodies and members as necessary
3. *Representation to other Subud entities*  
Representing WSA Archives at meetings, congresses etc., including ensuring appropriate presentations, forums and displays are included in the relevant agendas.
4. *Reporting*  
To WSA Executive, The WSA Archive Team and other Subud bodies and members as required
5. *Finances*  
Submitting budgets and accounts as necessary
6. *Promotion*  
To promote and raise awareness of the value of the archives whenever possible and appropriate
7. *Collection management*  
Consider feasibility of developing a new collection management program, including raising awareness of records management strategies within the organisation
8. *Preservation*  
Assisting units to apply world standards to our preservation processes as resources allow
9. *Access*  
Development of appropriate access protocols to archive material.
10. *Security copies*  
Prepare a strategic plan enabling completion of the process of providing copies of the most important material to different archive centres

Consideration of a disaster preparedness plan

1. *Premises*  
Facilitating provision of safe and permanent archive facilities especially in Australia, Indonesia, USA and Britain
2. *Work programs*  
Development of short term and long term work programs as needed
3. *Products*  
Assisting development of products from the archives - publications, websites, booklets, information, film, video, CDs, DVD, online and permanent/travelling exhibitions

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## **WSA Care Support Coordinator**

- The role of the WSA Care Support Program is to support Subud members in need through simple communication or helping to find solutions within the existing support framework in their countries.
- To work closely with the WSA Care Support team members to set the direction and vision for the Subud Emergency and Education Funds.
- To review all applications for assistance in collaboration with Care Support team and to decide, by consensus, when an application is ready to be submitted to the helpers for testing.
- To provide a brief written summary of the applicant's situation and the questions for testing.
- To facilitate the in-person testing of the applications and the post-testing sharing of receivings and to facilitate the decision, based on consensus, of whether or not to provide a grant and if so, for how much.
- To communicate with the WSA accountant any grant approvals and to forward the accountant the complete application.
- To be ultimately responsible for ensuring that the budget is not overspent and that all applications are reviewed thoroughly and that due diligence procedures are followed.
- To be an active, reliable, member of the WSA Care Support Program team and to represent the Subud Emergency Fund and Education Fund in this capacity.

To write any articles and reports as necessary – while always ensuring that an applicant's identity or confidentiality is strictly protected.

- To work closely with the National Care Support Representatives or other contacts.
- To establish and build an extensive network of national Care Support representatives.
- To work closely with the international helpers, national helpers and others as necessary when dealing with applications.

To actively encourage individual countries to set up their own care support for emergencies within their country especially in countries where there are social support programs in effect. I just found the job description on line and found to my surprise that this was one of the points in the job description.

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## **Translations Coordinator for Bapak and Ibu's Talks**

The Translations Coordinator represents the WSA Executive team in so far as the translations are concerned. Accordingly hi/ her work and responsibilities are as follows:

- To help the WSA Executive team fulfil the WSA's mission regarding translations.
- To propose any necessary suggestions to help the WSA Executive carry out and fulfil the Association's obligations, that is to care for Bapak's and Ibu's words for future generations.
- To report to and answer to the WSA Executive.
- To put into place, in the best manner possible and to the satisfaction of each member country, every request that the WSA Executive has regarding translations.
- To help and counsel each National Committee concerning the subject of translations and all the problems that can appear.
- To help and counsel the translators and proof readers.
- To regularly update the data base (excel sheet) of translators and proof readers, as well as the data on works translated.
- To cooperate with the WSA Archives, the Subud library website, SPI and the transcribers.
- Review and update the translators' manual when necessary. Provide access to the translators' tool kit with suggestions for translating some of Bapak's terminology.

To provide translators with access to the google drive developed to provide translators with support

To ensure with the WSA Executive as much as possible that the procedure for translations is followed by all translators and the translations be labelled as final translations only when this procedure has been completed.

To support WSA in its upholding its copyright responsibility.

To coordinate with Ibu's office on the distribution process for the talks being sent out for distribution.